

# Directive

MRP 4368.1

7/26/01

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## FLEXIPLACE PROGRAM

### 1. PURPOSE

This Directive sets forth Marketing and Regulatory Programs (MRP) policy, procedures, and supervisory/employee guidance for participation in the Flexiplace program.

### 2. AUTHORITIES

No specific statute exists that explicitly authorizes or forbids flexiplace. The Office of Personnel Management (OPM) has administratively determined that agencies can develop and implement flexiplace programs. OPM and the General Services Administration (GSA) established instructional guidelines in 1990 (updated in 1993) to assist agencies in the implementation of flexiplace programs. Agencies are encouraged to develop family friendly programs, including flexiplace, through memorandums addressed to the heads of executive agencies in 1994 and 1996.

### 3. POLICY

It is MRP policy that:

- a. Flexiplace is a management option rather than an employee benefit. Accomplishment of the agency's mission takes precedence over flexiplace participation. Participants must be available for onsite meetings, training, and conferences as directed by the supervisor.
- b. Flexiplace training be required for participants and their supervisors.
- c. Participants must adhere to guidelines on tours of duty (beginning/ending times, core hours, meal breaks, etc.) and absence and leave.
- d. Managers and supervisors can terminate an employee's participation at any time if his/her participation will adversely affect customers and achieving the agency's mission.

#### **4. COVERAGE**

The flexiplace program is open to employees who:

- a. Are on permanent appointments or appointments of more than 1 year (full or part-time) which may consist of other than standard tours, e.g., intermittent or mixed tours;
- b. Were rated at least Fully Successful or equivalent on their most recent performance appraisal;
- c. Have work assignments that are portable and can be performed effectively at an alternate duty station;
- d. Are able to participate without adversely affecting customers or the workload of other employees;
- e. Have completed flexiplace training before participating (in regular or as needed situations); and
- f. Have completed a Flexible Workplace Work Agreement and Flexible Workplace Employee/Supervisor Checklist, with the signature(s) of the appropriate approving official(s).

#### **5. OPERATING GUIDELINES**

Operating guidelines on the flexiplace program are contained in Human Resources Desk Guide (HRDG), Subchapter 4368, "Flexiplace." The HRDG contains policy, procedures, and supervisory/employee guidance related to Flexiplace and should be used as a reference tool. This Directive and HRDG Subchapter 4368 are available on the MRP Human Resources Division (MRPHRD) home page at [www.aphis.usda.gov/mb/mrphr](http://www.aphis.usda.gov/mb/mrphr), the APHIS electronic library at [www.aphis.usda.gov/library](http://www.aphis.usda.gov/library), and the AMS Administrative Issuances home page at [www.ams.usda.gov/issuances](http://www.ams.usda.gov/issuances).

#### **6. INQUIRIES**

Inquiries should be directed to your designated program flexiplace coordinator.

MRPHRD/Employment Policy, will provide guidance in interpreting policy/procedures affecting employees in the program.

/s/

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